

Superior Court of California, County of Mono

Job Description

Job Title/Classification : Deputy Clerk I, II, III, IV; Ranges 50, 52, 54, 56, respectively

Reports To : Assistant Executive Officer

FLSA/Representation Status : Non-Exempt/Represented (Local 39)

Prepared By : Barbara Smith, E.A.

Prepared Date : 3/1/07

Approved By : Bob Dennis, C.E.O.

Approved Date : 3/1/07

NOTE: CURRENT OPENING IS FOR DEPUTY
CLERK I

SALARY RANGE \$2,388 - \$2,975 MONTHLY

Summary : Performs a variety of clerical tasks in support of court operations by performing the following duties.

Essential Duties and Responsibilities -- Deputy Clerk I (Range 50): Include the following. Other duties may be assigned.

Receives legal documents; examines documents for completeness and conformity with requirements.

Prepares and maintains document and exhibit files; files legal documents.

Provides information regarding court rules and procedures; answers inquiries and explains legal filing processes; explains bail, fines and fees; assists individuals in obtaining forms and information.

Enters, retrieves, corrects, updates and verifies information in manual and computer record-keeping systems.

Prepares a variety of court documents such as orders, decisions, judgments, complaints, warrants; exonerates and forfeits bail - all in accordance with established court procedures and under the supervision of a Courtroom Clerk or the Assistant Executive Officer.

Accepts bail, fines and fees; issues receipts therefor; balances cash drawers.

Performs various clerical duties such as filing, copying, FAXing, assembling documents; preparing mail for Post Office, and picking up mail from and delivering mail to Post Office; opening, sorting and distributing mail, preparing and transporting bank deposits, transporting documents, files and other court materials between branches.

May prepare and distribute court calendars; may perform limited duties of a Courtroom Clerk; may perform limited bookkeeping tasks such as maintaining register of trust account receipts and disbursements, preparing trust account disbursement checks and preparing expense vouchers.

May assist Deputy Jury Commissioner with the selection of prospective trial jury panels and the preparation and distribution of jury summons. May handle written and telephonic requests for jury duty excuse or deferral.

Performs other clerical and administrative duties as needed.

Travels to and works in other branches as needed.

Essential Duties and Responsibilities -- Deputy Clerk II (Range 52): Include the following. Other duties may be assigned.

All range 43 Deputy Clerk I Duties, plus independent courtroom clerking of any and all Small Claims and AB 1058 proceedings.

Essential Duties and Responsibilities -- Deputy Clerk III (Range 54): Include the following. Other duties may be assigned.

All Range 46 Deputy Clerk II Duties, plus independent courtroom clerking of any and all Criminal non-trial proceedings and infraction and minor misdemeanor non-jury trials.

Essential Duties and Responsibilities -- Deputy Clerk IV (Range 56): Include the following. Other duties may be assigned.

All Range 49 Deputy Clerk III Duties, plus independent courtroom clerking of any and all Civil and Family Law non-trial proceedings.

Qualifications -- Deputy Clerk I, II, III, & IV: To perform successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience -- Deputy Clerk I : High school diploma or general education degree (GED); six months related experience and/or training.

Education and/or Experience -- Deputy Clerk II: Same as Deputy Clerk I, plus six months employment as Deputy Clerk I.

Education and/or Experience -- Deputy Clerk III: Same as Deputy Clerk II, plus three months employment as Deputy Clerk II.

Education and/or Experience -- Deputy Clerk IV: Same as Deputy Clerk III, plus six months employment as Deputy Clerk III.

Language Skills -- Deputy Clerk I, II: Ability to prepare and read the simpler legal documents such as notices to appear, bail notices, failure-to-appear complaints, infraction and misdemeanor dockets, and registers of action. Ability to record minutes of the simpler proceedings such as small claims and to prepare simple correspondence.

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one situations to individuals having business with court.

Language Skills -- Deputy Clerk III, IV: Ability to prepare and read more complex legal documents such as motions, decisions and judgments. Ability to record minutes of the more complex proceedings such as Criminal, Civil and Family Law and to prepare more complex correspondence.

Ability to read and comprehend complex instructions, lengthy correspondence and memos. Ability to effectively present more complex information in one-on-one situations to individuals having business with court.

Mathematical Skills -- Deputy Clerk I, II, III & IV: Ability to calculate general arithmetic amounts such discounts, interest, commissions, proportions and percentages. Ability to calculate job-specific amounts such as bail, fines, fees, and juror compensation.

Reasoning Ability -- Deputy Clerk I, II : Ability to apply commonsense understanding to carry out detailed instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

Reasoning Ability -- Deputy Clerk III, IV: Ability to understand and carry out broad instructions in oral or written form. Ability to deal with problems involving many variables in standardized situations.

Other Skills and Abilities -- Deputy Clerk I, II, III & IV : Ability to type and/or take shorthand with moderate speed; ability to operate personal computers and other office equipment; familiarity with legal documents and terms.

Physical Demands -- Deputy Clerk I, II, III & IV : The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is also regularly required to hear and read. The employee frequently is required to talk and to use hands to finger, feel or operate documents, computer keyboards and other office equipment.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment -- Deputy Clerk I, II, III & IV : The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Application For Employment

SUPERIOR COURT
COUNTY OF MONO
P.O. BOX 1037
MAMMOTH LAKES, CA 93546

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application				
How Did You Learn About Us?						
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In				
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____				
Last Name		First Name		Middle Name		
Address		Number	Street	City	State	Zip Code
Telephone Number(s)		Social Security Number				

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes ☐ No

Have you ever filed an application with us before?

☐ Yes ☐ No

If Yes, give date _____

Have you ever been employed with us before?

☐ Yes ☐ No

If Yes, give date _____

Are you currently employed?

☐ Yes ☐ No

May we contact your present employer?

☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

☐ Yes ☐ No

On what date would you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall?

☐ Yes ☐ No

Can you travel if a job requires it?

☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years?

☐ Yes ☐ No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School					High School				Undergraduate College / University				Graduate / Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1.

2.

3.

Have you ever had any job-related training in the United States military?

☐ Yes ☐ No

If Yes, please describe

Are you physically or otherwise unable to perform the duties of the job for which you are applying?

☐ Yes ☐ No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that this application for employment shall be considered active for a period of time not to exceed 45 days, and that if I wish to be considered for employment beyond that time period, I should inquire as to whether or not applications are being accepted at a later time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law or written agreement executed by both employer and employee, any employment relationship with this organization is governed solely by this organization's personnel policies and procedures, as amended from time to time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge or other disciplinary measures. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES _____